



MINOR SUBDIVISION SUBMITTAL INSTRUCTIONS and CHECKLIST

While this checklist may be helpful, it is not designed to be a substitute for the Subdivision Regulation provisions. Applicants are expected to review the details of the code. Copies of the Subdivision Regulations can be purchased in the Planning Department, or accessed online under Title 16, Subdivisions, at <http://municipalcodes.lexisnexis.com/codes/manitou/>

A pre-application meeting shall be scheduled with the Planning Staff prior to Minor Subdivision submittal. The following information needs to be provided at the pre-submittal meeting:

- 1) Existing zoning and use of the site and adjacent zoning and land uses.
- 2) Conceptual site layout.
- 3) Existing and proposed access locations.
- 4) Existing contours and proposed grades (FIMS data may be used).
- 5) Existing and proposed utilities locations.
- 6) Vicinity map.

By 5:00 p.m. on the published submittal date, the information as specified in Chapter 16.10 of the Manitou Springs Municipal Code, shall be provided to the Planning Department:

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- ☐ 1) Completed Development Review Application form with nonrefundable fee.
 - ☐ 2) A letter of explanation, which includes a summary statement prepared by a qualified individual or individuals, including the following information:
 - a. Total development area;
 - b. Total number of proposed dwelling units;
 - c. Estimated construction cost of all public improvements.
 - ☐ 3) A separate site plan (as specified in #4 below) showing:
 - a. Proposed location of bridges, culverts and other provisions for collection and discharging surface drainage.
 - b. Outline, to scale, of buildings and structures, which are not to be moved in the development of the subdivision.
 - c. Means of providing vehicular access to adjoining properties.
 - d. Accurate and legible existing contours shall be shown at intervals of two feet or less; contours at intervals of ten feet will be acceptable for very rough topography. Said contours shall be extended onto adjacent property a sufficient distance to establish proper topographical relationships.
 - e. Proposed location of bridges, culverts and other provisions for collection and discharging surface drainage.
 - f. Existing land use(s).

- ☐ 4) Three full size (no more than 24" x 36") and one reduced size (not to exceed 11" x 17") copies of the plat drawn by a licensed surveyor or engineer containing the information required by the Subdivision Regulations.
- ☐ 5) Letter of credit or other security in the amount of 125% of the approved cost estimate to guarantee installation of all required improvements, including all drainage structures and improvements.
- ☐ 6) Copies of proposed restrictive covenants or deed restrictions.
- ☐ 7) Evidence of satisfactory title insurance or commitment showing record ownership.
- ☐ 8) Approximate location of all areas subject to inundation or storm water overflow and location, widths and direction of flow of all watercourses including the drainage of a one hundred year storm. If, in the opinion of the planning staff or the city engineer and based on the anticipated severity, a drainage plan, as required in Chapter 16.32, is warranted, such may be required.
- ☐ 9) Certificate of taxes due showing all due taxes paid.
- ☐ 10) A letter of agreement demonstrating that adequate provision for electric and natural gas services has been made for the proposed subdivision.
- ☐ 11) Grades and profiles of all existing or proposed streets.